

# **SMALL CLAIM FILING FEES effective July 1, 2013**

**Court Cost will be subject to change July 1st of each year.**

**The maximum amount that can be filed for is: \$6000.00**

**Corporations are the exception they can only file \$1500.00 with out an attorney representation**

## **AGAINST ONE (1) DEFENDANT**

**FILING FEE to be served by CERTIFIED MAIL \$ 81.00**

**FILING FEE to be served by SHERIFF \$ 94.00  
(Within the State of Indiana only)**

**Fee for additional defendants \$10.00 per person**

## **Things to remember when filing your small claims.**

1. Original small claims form with correct address of defendant.  
Certified mail -requires additional 2 copies per defendant.  
Sheriff Service-requires additional 3 copies per defendant.
2. Always bring documentation (proof of your claim)  
**Example: Invoices, contracts agreements, etc...**
3. Payment will be required at the time of filing your claim.  
Forms of payment are as follows:
  - a. Cash
  - b. Money Order **NO PERSONAL CHECKS**
  - c. Cashier Check
  - d. Debit Card/Credit Card  
(This is subject to a 3% convenience fee in office)
4. If you submit your small claims by mail you must include a self address stamped envelope for you to get back your copies of the filings.

**If there are any further questions, please feel free to contact the Decatur County Clerk's Office at 812-663-8642.**